# Seasonal FIRE Employment with the Bureau of Land Management in Utah

## Opening 12/01/2008 - Closing 04/30/2009

◊ **Rehire Eligibility** – To be eligible for rehire for the 2009 season, the following are required:

(1) You must have been employed for 60 calendar days,
(2) You must have met the "achieved" rating on your performance appraisal,
(3) You must have had acceptable conduct and
(4) You must have kept within 1039 hours or six months in your service year not counting time allotted for overtime and training.

If all of the above conditions are met, <u>you are eligible to be rehired at the same grade as your prior season.</u>  However, re-employment is not guaranteed each year.

If you would like to be considered for a temporary <u>seasonal position at a higher grade</u>, you must apply on-line for the appropriate grade.  Please follow the procedures set out below at the following websites:

◊ **Website for Applying for Department of Interior Wildland Fire Jobs in 2009 -** The Department of Interior Fire Bureaus (BLM/BIA/F&W/NPS) are offering a "one-stop-shop" opportunity to apply for temporary seasonal positions:  The website FIRES (Firefighters Integrated Recruitment Employment System) will have information about fire positions and links to positions within these DOI agencies.  It can be accessed on the web at http://jobsearch.usajobs.opm.gov/a9fires.asp

◊ **Website for Applying for BLM Wildland Fire Jobs in 2009 –** Applicants can complete their registration for BLM positions prior to announcements being published on the website at www.usajobs.opm.gov under the tab MY USAJOBS.

◊ **Eligibility –** You must be a citizen of the United States and at least 18 years old.

◊ **To Qualify -** Applicants self-qualify themselves for the position(s) and grade(s) they apply to based on answers to the questions they submit on-line.  Upon review of each applicant's resume, all qualifications for the appropriate grade level will be verified by the Human Resources Office prior to final selection.

◊ **Qualification Standards for 2009 –** The following table shows the amounts of education and/or experience required to qualify for temporary seasonal positions.  To qualify at each grade level, either the **General and Specialized Experience OR** the **Education** requirements must be met to qualify.

| Grade | EXPERIENCE | | OR | EDUCATION |
| --- | --- | --- | --- | --- |
| | **General and** | **Specialized** | | |
| GS-1 | None | None | | High School Graduation or equivalent |
| GS-2 | 3 months | None | | High School Graduation or equivalent |
| GS-3 | 6 months | None | | 1 year above high school with course(s) related to the occupation * |
| GS-4 | 6 months | 6 months equivalent to GS-3 | | 2 years above high school (12 credits) with courses related to the occupation * |
| GS-5 | None | 12 months equivalent to GS-4 | | 4-year course of study (24 credits) above high school leading to a bachelor's degree with courses related to the occupation * |
| GS-6 | None | 12 months equivalent to GS-5 | | One-half year of graduate education (9 semester hours) with courses related to the occupation * |
| GS-7 | None | 12 months equivalent to GS-6 | | One full year of graduate education (18 semester hours) with courses related to the occupation * |

*Qualifying coursework may be defined as courses such as
biological sciences, natural resources, wildland fire management, forestry, agricultural, etc.

*Questions?*
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Salt Lake Field Office

# How to Apply

If you have never registered and applied to a position on USAJOBS follow the steps listed below for 'New Users.' If you have registered in the past, follow the instructions below for 'Registered Users.'

**TIP**: At the USAJOBS website, click on "**Help**" (upper right corner), select "**View All Tutorials and Guides**" and select the specific Tutorial that you need help with. This downloads into a separate screen and runs like a video, giving examples of what to put in each block or section.

## New Users

**All the following steps must be completed prior to being able to apply to DOI FIRE Announcements.**

    **Step 1**   Go to: www.usajobs.opm.gov

    **Step 2**   Click **My USAJOBS** (tab at top),

    **Step 3**   Click on "**Create your account now!**" button.

    **Step 4**   To create an account you are asked to fill out a short form with basic personal information and click "**Submit**" at the bottom when you are finished. When you submit your form, you are automatically logged into your USAJOBS account.

    **Step 5**   You must create a resume **before** applying for a job. Click on "**Create a Resume**" follow the steps to create your online resume. The last tab; "**Finishing Up**" click the "**Save for Later**" button.

    You have now completed the registration and resume information process, you will now need to select the vacancy you are interested in and **APPLY!**

    **Step 6**   To apply to a vacancy, click on "**Search Jobs**" (tab) and find the vacancy you want to apply to; after reviewing the announcement, click "**Apply Online,**" at the bottom of the page.

**TIPS:**

*If you know the announcement number of the vacancy you want to apply to, enter it in the "**Keyword Search**" box and click "**Search for Jobs**" at the bottom of the screen.*

*After you have the Job Search Results, you can select the "**Map Results**" option at the top right corner of the screen to see where the positions are located on a map of the U.S. (this will display a new window, click on the flag location to get more information about announcement)*

    **Step 7**   Then you are directed back to your profile, where you pick a resume. Select your resume and click "**Apply for this position now!**"

    **Step 8**   You will then be directed to DOI FIRES. Select "**Update my information that is on file,**" click Continue throughout the online application process until you have answered all the questions and printed the appropriate fax cover sheets. At the end you will click "**Finished**" and be redirected back to **My USAJOBS.**

**You must complete the entire application process and be redirected back to USAJOBS to successfully apply to a vacancy announcement.**

NOTE:  For additional information on Faxing, see <u>Faxing Information</u> below.

**UPDATING YOUR INFORMATION:**

**Vacancy Questions**

- You have until the closing date of a job vacancy or First Consideration Date to edit your answers to the vacancy questions.  You **MUST** complete all steps below in order for your updated information to be received.
    - Find the job vacancy announcement once you have logged on to "**My USAJOBS**"
    - Select "**Track your online Application"**
    - Click on the "**Announcement Title**"; this will bring up the vacancy announcement.
    - Click on "**Apply Online**" at the bottom of the screen; as if you are going to apply again.
    - The system will display your responses and you may edit these responses, up until the closing date.
    - Once you have updated your questions you will then click "**Finished**" and be redirected back to **My USAJOBS**.

**Resume/Personal Information**

You may edit your personal information and resume at anytime during the open period of the announcement.  After you edit /update either your personal information or your resume in My USAJOBS you must REAPPLY to the open vacancy announcement and complete the application process to over write the previously submitted information.


# Registered Users

**Step 1**   If you are already registered, login to <u>www.usajobs.opm.gov</u>, My USAJobs, enter your USAJOBS ID and Password


**Step 2**   To view and apply to open vacancies, follow **Steps 6 to 8** above.

*Note:  It is highly recommended that you ensure your resume and registration information is updated prior to searching for and applying to vacancy announcements.*


# Resume Builder Information

- Follow the instructions provided on <u>My USAJOBS</u> Help Section for the Resume Builder.
- The resume builder is a fill in the blank form that walks you through four steps: Getting Started; Experience; Related Information; and Finishing Up.
- Resumes on USAJOBS are centrally stored and can be used to apply for DOI FIRES announcements as well as positions at other Federal agencies that are integrated with USAJOBS.
- Added benefits:
    - You can create and store up to five resumes on USAJOBS.
    - At any time during the resume building process, you can preview your resume.
    - You may manually type in the resume builder or you can cut and paste from an existing document.
    - You may edit or delete Work Experience at any time.

o  You can spell check your resume.
o  You can activate your resume which will allow recruiters to find your resume during resume searches.

# Faxing Information

## Faxing Instructions

1. Log into My USAJOBS, select "**Track your online Application**" and by the vacancy you are applying to, select "**More Information**" under "**Application Status**"
2. Select "**View/Generate Fax Coversheets**" and click "**Continue**"
3. You can now view the status of the documents or print the appropriate coversheet.  This page is titled "**Generate Fax Coversheets**".

You should receive an email confirming successful receipt of the fax, if you do not; contact the FIRES Help Desk at either 888-364-6432 or email at fa_fire@nifc.blm.gov.  You may be required to re-fax your documents.

Auto-Requested Fax is a feature that allows you to submit supporting documentation such as college transcripts. **You don't need to print the cover sheet and submit the document if it does not apply.** For example, if you're not a veteran, DD-214 and SF-15 forms would not apply to you.

**Each document *type* must be faxed in a separate transmission, using the appropriate cover sheet.** For example, DD-214 must be submitted in one transmission and then all college transcripts must be submitted together in a **separate** transmission.

A fax number (301-562-8968) is listed on each cover sheet. The fax does not go to a fax machine; it goes to an electronic fax server. A five-digit FAX code at the top left corner of the cover sheet routes your fax to your online file application.

The fax machine showing your documents were sent successfully does not mean they were received.  You will get an e-mail when your fax is received or you can check if your fax was received by referring to the Faxing Instructions above.

**Application Associated Documents**

*These documents are associated with your resume and will follow you whenever you apply to position.  You only need to resubmit these documents if you need to submit updated information.  Examples of application associated documents are college transcripts and DD-214's*

**Announcement Associated Documents** *These documents are associated <u>only</u> with the announcement you apply to.  If applicable, you will be required to fax these documents each time you apply to a position. Examples of documents that may be associated with the announcement are Incident Qualification Command System (IQCS) master records, and certificates of training or qualifications specific for the announcement.*

**Faxing Instructions for Announcement Associated Documents:** After you have answered the vacancy specific questions, you will be given an opportunity to select and print the auto-requested fax coversheet(s) for the document(s) that have been requested for the announcement. You will only have the opportunity to print these auto-requested fax cover sheets during the open period of the announcement.

After you apply for a position, you can check on the status of your application by logging on to www.usajobs.opm.gov, My USAJOBS entering your USAJOBS ID and password and selecting "**Track my on-line Application**" to see what you have successfully applied to.

**Searching for Vacancies:** Go to: http://jobsearch.usajobs.opm.gov/a9fires.asp